



**Note:** This information came from the “ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY (FFO) National Institute of Standards and Technology (NIST) Summer Institute for Middle School Science Teachers (NIST Summer Institute) Program” and is designed to simplify the application process. For complete understanding of the program, the entire FFO should be carefully reviewed.

The National Institute of Standards and Technology (NIST) announces that it is soliciting applications for the 2013 NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) Program. Electronic applications must be received no later than 11:59 p.m. Eastern Time, Wednesday, March 20, 2013 at Grants.gov. Paper applications must be received by NIST by 5:00 p.m. Eastern Time, Wednesday, March 20, 2013.

### **Eligibility**

Public school districts and accredited private educational institutions in the U.S. and its territories that offer science classes at grade levels 6-8 (often termed middle school). Such school districts and institutions must offer instruction in general science fields, such as earth science, physical science, chemistry, physics, and/or biology. Individual public school teachers and individual public middle schools are not eligible to submit applications directly to NIST and instead must be nominated by their school district. Individual teachers at private educational institutions are not eligible to submit applications directly to NIST and instead must be nominated by their private educational institution.

Each individual teacher nominated to participate in the NIST Summer Institute Program from the applicant public school districts and accredited private educational institutions in the U.S. or its territories must meet all of the following eligibility requirements at the time of application and at the time of award:

- a. Be a U.S. citizen or permanent U.S. resident.
- b. Commit two (2) full continuous weeks (10 work days, Monday through Friday) from 9:00 a.m. to 4:00 p.m., July 8-19, 2013, to participate in the NIST Summer Institute Program at the NIST Campus in Gaithersburg, Maryland.
- c. Be employed for the 2013-2014 school year to teach science at grade levels 6, 7, and/or 8 in a public school district or accredited private educational institution in the U.S. or its territories. The topics taught by each nominee must include general science fields, such as earth science, physical science, chemistry, physics, and/or biology.

Applicants are encouraged, but are not required to nominate eligible teachers from a “high-need school” as defined in 20 U.S.C. § 1021(11).

### **Funding Availability**

NIST plans that a total of \$83,600 may be made available in Fiscal Year 2013 to support approximately 22 teachers to attend the NIST Summer Institute Program. The actual number of awards will depend on the number of teachers selected to attend the NIST Summer Institute Program from each successful applicant public school district and/or accredited private educational institution in the U.S. and/or its territories. The selected teachers will be required to attend the NIST Summer Institute Program from July 8-19, 2013, Monday through Friday from 9:00 a.m. to 4:00 p.m., at the NIST Campus in Gaithersburg, Maryland.

Each teacher selected from each successful applicant will receive \$2,000 as a stipend for the two (2)-week program through their school district or private educational institution. In addition, funds may be provided through the cooperative agreements for travel and lodging for the selected teachers traveling more than 50 miles from their primary residence to the NIST Campus in Gaithersburg, Maryland (up to \$2,000 per teacher), for a total of up to \$4,000 per teacher.

**Application Checklist:**

**Read the Federal Funding Opportunity (FFO) carefully in addition to this checklist.**

TO BE PROVIDED BY THE INSTITUTION:

*For an application to be considered complete it must meet all the application documentation requirements stated in the FFO. Required documentation includes:*

(1) SF-424, Application for Federal Assistance. The SF-424 must be signed by an authorized representative of the applicant organization. The FFO number 2013-NIST-SUMMER-INSTITUTE-01 must be identified in item 12 of the SF-424. The list of certifications and assurances referenced in item 21 of the SF-424 is contained in the SF-424B.

(2) SF-424A, Budget Information – Non-Construction Programs

(3) SF-424B, Assurances – Non-Construction Programs

(4) SF-LLL, Disclosure of Lobbying Activities (if applicable)

(5) CD-511, Certification Regarding Lobbying

(6) **Additional Applicant Information.** This is a word-processed document written by the applying public school district or accredited private educational institution in the U.S. or its territories and must contain the following information.

(a) Description of the applicant's education programs that make it eligible to submit a NIST Summer Institute Program application, specifically, offering science classes at grade levels 6, 7, and/or 8 (often termed middle school). Such school districts and institutions must offer instruction in general science fields, such as earth science, physical science, chemistry, physics, and/or biology.

(b) Summary list of the teacher(s) being nominated and certification that:

i. Each nominated teacher will have teaching responsibilities in general science fields at grade levels 6, 7, and/or 8 (often termed middle school) in the 2013-2014 school year. (Applicants must certify to the best current knowledge/plans of the public school district or accredited private educational institution in the U.S. or its territories at the time of application submission.);

ii. Each nominated teacher is a U.S. citizen or permanent U.S. resident; and

iii. The nominated teacher is from a "high-need school" as defined in 20 U.S.C. § 1021(11)(see also Section III.1. of this FFO) (if applicable).

(c) Description of how the applicant satisfies the evaluation criterion Applicant's Commitment to Program Goals: The applicant's support of the teacher's intent to use what was learned at NIST as related to the middle school curriculum in the classroom (*see* Section V.1.b. of this FFO).

TO BE PROVIDED BY THE TEACHER:

(7) NIST-1103, Teacher Application for the NIST Summer Institute for Middle School Science Teachers (NIST Summer Institute) or the NIST Research Experience for Teachers (NIST RET)

**Application Submission Information:**

(1) Paper applications must be submitted in triplicate (an original and two copies) and submitted to Dr. Susan Heller-Zeisler, National Institute of Standards and Technology, International and Academic, Affairs Office, 100 Bureau Drive, Stop 1090, Gaithersburg, MD 20899-1090, Phone: 301-975-3111, Email: [szeisler@nist.gov](mailto:szeisler@nist.gov)

(2) Electronic applications must be submitted via Grants.gov at [www.grants.gov](http://www.grants.gov), under announcement 2013-NIST-RET-01.

(a) Submitters of electronic applications should carefully follow specific Grants.gov instructions to ensure the attachments will be accepted by the Grants.gov system. A receipt from Grants.gov indicating a application is received does not provide information about whether attachments have been received. For further information or questions regarding applying electronically for the 2013-NIST-RET-01 announcement, contact Christopher Hunton by phone at 301-975-5718 or by e-mail at [christopher.hunton@nist.gov](mailto:christopher.hunton@nist.gov).

(b) Applicants are strongly encouraged to start early and not wait until the approaching due date before logging on and reviewing the instructions for submitting a application through Grants.gov. The Grants.gov registration process must be completed before a new registrant can apply electronically. If all goes well, the registration process takes three (3) to five (5) business days. If problems are encountered, the registration process can take up to two (2) weeks or more. Applicants must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number (See Section VI.2.b) and must maintain a current registration in the Federal government's primary registrant database, the System for Award Management (<https://www.sam.gov/>), as explained on the Grants.gov Web site. After registering, it may take several days or longer from the initial log-on before a new Grants.gov system user can submit an application. Only authorized individual(s) will be able to submit the application, and the system may need time to process a submitted application. Applicants should save and print the proof of submission they receive from Grants.gov. If problems occur while using Grants.gov, the applicant is advised to (a) print any error message received and (b) call Grants.gov directly for immediate assistance. If calling from within the United States or from a U. S. territory, please call 800-518-4726. If calling from a place other than the United States or a U. S. territory, please call 606-545-5035. Assistance from the Grants.gov Help Desk will be available around the clock every day, with the exception of Federal holidays. Help Desk service will resume at 7:00 a.m. Eastern Time the day after Federal holidays. For assistance using Grants.gov, you may also contact [support@grants.gov](mailto:support@grants.gov).

(c) Information essential to successful submission of applications on the Grants.gov system is detailed in the For Applicants section found in red on the left side of the [www.grants.gov](http://www.grants.gov) home page, and all potential applicants should pay close attention to the information contained therein. The All About Grants, Applicant FAQs, and Submit Application FAQs sections found under the Applicant Resources option are particularly important.

**Note that additional information including Evaluation Criteria, Selection Factors, and Reporting Requirements are available in the FFO. Applicants and teachers are strongly encouraged to review the FFO.**

Questions should be directed to the following contact persons:

Subject Area	Point of Contact
Programmatic and technical questions	Susan Heller-Zeisler Phone: 301-975-3111 Fax: 301-975-3530 E-mail: <a href="mailto:susan.heller-zeisler@nist.gov">susan.heller-zeisler@nist.gov</a>
Technical Assistance with Grants.gov submissions	Christopher Hunton Phone: 301-975-5718 Fax: 301-840-5976

	E-mail: <a href="mailto:christopher.hunton@nist.gov">christopher.hunton@nist.gov</a>  or  Grants.gov Phone: 800-518-4726 E-mail: <a href="mailto:support@grants.gov">support@grants.gov</a>
Grant rules and regulations	Scott McNichol Phone: 301-975-5603 Fax: 301-840-5976 E-mail: <a href="mailto:scott.mcnichol@nist.gov">scott.mcnichol@nist.gov</a>